

**Board of Supervisors of Elections**  
**Minutes | March 19, 2021 | Virtual Meeting**

Marc Mitchell, Board President, called the meeting to order at 9: 10 a.m.

Present: Marc Mitchell, President

Josh Russin, Board Member

Shuan Butcher, Board Member

Saundra Nickols, City Attorney

Phyllis Hane, Legislative Clerk

Stuart Harvey, Frederick County Elections Director

1. **Approval of minutes:** On a motion made by Mr. Mitchell and seconded by Mr. Russin the Board approved 3-0 the minutes of the February 26, 2021 meeting.

2. **Continued discussion of proposed revisions to City Charter and Code:**

The Board discussed recent proposed Charter and Code amendments that had been presented at the March 17, 2021 Mayor and Board of Aldermen Workshop. Additional revisions proposed by the Board of Aldermen include:

- Section 7-3(a): Ballots will be mailed no less than 21 days prior to the election
- Section 7-3(c): Ballots postmarked by the date of the election will be considered timely if they are received by 4:30 p.m. on the Friday following the election
- Section 7-3(e): Language was added to state replacement ballots will not be mailed within seven days of the election

The Board was supportive of these revisions. The proposed resolution and ordinance will be brought to a Mayor and Board of Aldermen Regular Public Meeting for approval in April.

3. **Continued discussion of 2021 election process:**

- **Voting center and drop box locations:** At the March 17 workshop, the Mayor and Board of Aldermen were briefed on certain technical limitations which cause the City limit on-person voting to one voting center and expressed a preference for use of the Trinity School site. This site is considered preferable to Talley Recreation Center due to parking and accessibility. There are some concerns regarding the general condition of the facility, but it is believed to be adequate for voting purposes. There was discussion of several possible locations for ballot drop boxes. Talley Recreation Center, Frederick County Elections Office, and the voting center site are three locations. Other locations under consideration include the Frederick Senior Center, Frederick Community College, and Hillcrest Commons. Mr. Butcher will contact Frederick Community College, Mr. Russin will contact the Housing Authority regarding Hillcrest Commons, and Mr. Harvey will contact the Frederick Senior Center.

- **Ballot mailing process:** Mr. Harvey shared that the State Board of Elections (SBE) has indicated we they will be able to provide a database to any vendor for the mailing of ballot packets. Mr. Harvey noted the ballot printer utilized by Frederick County, located in Pennsylvania, may be a possibility. The City will put this out for a bid, working with Mr. Harvey and Shafiq Satterfield of SBE to develop specifics.
- **Election planning timeline:** The Board briefly discussed the timeline for upcoming actions. The revisions to City Charter and Code will be brought forward in April for Aldermanic approval. Responses regarding placement of drop boxes will be brought to the next Board of Supervisors of Elections meeting.

**4. Next meeting date.** The next meeting was scheduled for Friday, April 2, 2021, at 9:00 a.m.

**5. New Business.** There was no new business.

The meeting was adjourned at 9:44 a.m.

Respectfully submitted,

Phyllis Hane  
Legislative Clerk